

**United States of America Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal**

**PRE-PROPOSAL CONFERENCE HELD ON JULY 15, 2015
SOLICITATION SPO50015Q0005**

Introduction:

The pre-proposal conference was called to order at 10.30am. Mr. Gary Edwards welcomed all and introduced the Embassy staff to the attendees. Formal answers to all questions from prospective contractors are listed below. It was explained how contracting on behalf of the USG is a transparent process and all participants should have equal opportunities. Only the written answers below plus the solicitation documentations are considered formal communications from the USG. In addition, reference was made to the Solicitation FAR and DOSAR Contract Clauses and how they may be found online at the website <http://www.acquisition.gov>.

Meeting attendees

Embassy Staff:

Gary Edwards – Facility Manager and Contracting Officer Representative (COR)

Victor Madeira – Facility Supervisor

Adelia Monteiro – Procurement Supervisor

José Gregório – Procurement Assistant

Contractors:

Antonio Tavares Lopes Construção Civil Unipessoal

Bernossul-Sociedade Imobiliária e Construções

CBC Construções Borges & Cantante, Lda.

Companhia das Obras

Pascoal Monteiro Construções, Lda.

Socodofil, Lda.

Tanagra Empreiteiros

Ms. Adelia Monteiro (AM) explained to the meeting participants the importance of the required documentation be filled out and submitted correctly. She mentioned that it should be stated on the quotation if price includes VAT or not (page3/46).

Special attention was called to Section 3 (page 26/46) on the submission of insurance and Performance Plan. AM referred the importance for the registration in the SAM (System Award Management). This registration has become mandatory for all contractors engaging in business with the US Government. Questions regarding SAM's registration may be sent directly to SAM registrar office.

AM focused the importance placed by Department of State on issues related to Combating Human Traffic (52.222-50; page 16), an issue that has been addressed very seriously the US Government entities.

Victor Madeira (VM), emphasized the importance of the Performance Plan. How the contractor intends to perform. VM mentioned that prospective quoters should take some time to read the solicitation requirements carefully and fill out the required sections. He also referred that what is being evaluated are the technical aspects, not only pricing.

VM went thru the solicitation, and mentioned that the contract is for the renovation of two restrooms in the US Consulate area which may be done simultaneously. VM referred that some bathroom items are to be preserved for reutilization, such as toilets, urinals, fluxometers and faucets. Some mirrors will be reutilized and others are to be fully replaced. The removable ceilings are to be entirely replaced. Interior metal doors should be replaced by wooden doors, similar to those already installed on previous work performed at the Chancery 3rd floor bathrooms.

VM explained to the attendees that, at the office adjacent to the ladies bathroom, the contractor shall install a sink cabinet with hot and cold water facility. Provision for piping and related work has to be made for that additional installation.

Two mirrors should be installed at the ladies bathroom, according to the measurements mentioned on the solicitation.

The contractor shall furnish tiles not only for floors but for the walls as well. Marble counters and marble partitions should be polished. All piping and electric plans should be checked out for its conditions, inconsistencies should reported to the COR.

A list of quantities and colors references is mentioned on the solicitation and prospective quoters should verify it.

Mr. Gary Edwards (COR) referred that the work should be taking place during office hours. Completion of work should be expected within 30 days as from its beginning. After the walk thru, if the contractor determines that completion of work would be exceeding 30 days, he/she must mention that on quotation.

Questions & Answers

Question: Are we allowed to work over the weekend?

Answer: The work shall be performed during regular work days only.

The COR thanked all present and the meeting was adjourned at 11.30 am and all attendees were escorted out of the compound.